



# GUILDFORD HIGH SCHOOL

## 8-1 HEALTH AND SAFETY AND PREMISES POLICY

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### POLICY STATEMENT

Guildford High School is committed to providing a safe environment for all pupils, teaching and non-teaching staff and others who legitimately visit or use its premises. GHS also recognises that premises and accommodation are integral to the delivery of a first class education, and therefore aims to ensure that the facilities are kept to a high standard to create a safe and positive learning environment.

This policy has regard to the DfE Guidance *Health and Safety: responsibilities and duties for schools (2018)*. The school seeks to comply with the Health and Safety at Work etc Act 1974, the requirements of the School Premises Regulations (2012), United Learning Health and Safety documentation and EYFS Statutory Framework Section 3 – the safeguarding and welfare requirements premises 3.56 – 3.62 and other Health and Safety legislation.

This policy also sets out Guildford High School's procedures with regard to Part 5 of ISI Regulatory Requirements.

Guildford High School seeks to create a positive culture around Health and Safety and therefore expects staff, pupils and visitors to have due regard for their own safety and the safety of others whilst on the school site and whilst taking part in activities away from the school premises. Guildford High School also expects staff pupils and visitors to show respect for their surroundings.

Guildford High School aims:

- To ensure the school is safe and secure
- To ensure that employees practice excellent standards in Health and Safety and demonstrate awareness of the school's Health and Safety and Premises policies which include Fire and First Aid
- To ensure where necessary all activities are risk assessed
- To ensure departments have due regard for Health and Safety in their areas
- To ensure staff are properly trained for their role and that training requirements are reviewed
- To safeguard the welfare of pupils
- To ensure visitors to the school are safe and aware of procedures
- To ensure the premises are maintained in such a manner as to provide a safe and comfortable working/learning environment.

Legal accountability for Health and Safety is held by the employer and proprietor, which is United Church Schools Trust (UCST). Stuart Males, Group Health and Safety Manager, is employed by UCST as the 'competent person' for health and safety, pursuant to Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Whilst trustees retain legal accountability, the Executive Head is responsible for health and safety compliance in the school. This is delegated to Iain Hazell, Facilities Manager. The Facilities Manager is responsible for the safety, maintenance and security of the school site, and liaises closely with the Executive Head and the rest of the Senior Management Team about the school premises. He is also advised by the United Learning Health and Safety Manager and supported by the United Learning Estates team.

The school adheres to all United Learning policies, which are available for staff to view in Useful Documents.

This policy applies to all sections of the school, including the EYFS setting. Guildford High School seeks to implement this policy through adherence to the items set out in the rest of this document. Guildford High School is fully committed to ensuring that the application of this document is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the schools Equal Opportunity Policy document.

Due to the corona virus (covid-19) pandemic some procedures have had to be changed in order to keep the school community safe and to comply with government guidance.

The policy has been updated to reflect these changes, albeit that most of these changes will be temporary.

A full pandemic risk assessment has been completed.

## PREMISES

The Facilities Manager ensures the requirements of the School Premises Regulations (2012) are met by ensuring the following:

1. The water supply meets the requirements (Reg 9) by contracting to Amphibia who do monthly temperature checks on the Main School site and in the Sports Centre. These checks are recorded in a log book held by the Facilities Manager who addresses any findings. The following checks are made:
  - a. That a wholesome supply of water for domestic purposes including a supply of drinking water is provided. There are suitable drinking water facilities readily accessible at all times when the premises are in use and there are sufficient numbers in a separate area from toilet facilities.
  - b. That WCs have an adequate supply of cold water and washbasins, sinks (including deep sinks), baths and showers have an adequate supply of hot and cold water
  - c. That cold water supplies suitable for drinking are clearly marked.
  - d. That the temperature of hot water supplies does not pose a scalding risk at the point of use and the maximum temperature for hot water in baths and showers shall not exceed 43°C.
  - e. Quarterly Legionella tests. Shower heads are also cleaned on a quarterly basis.
2. There is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by maintaining the site, and through six-monthly sanitisation of the drainage system by external contractor Martin Legget.
3. Guildford High School does not carry out a periodic structural survey to check load-bearing structures. However, the Facilities Manager checks the school for any obvious signs of structural concern e.g. cracks, bowing floors or subsidence. In the event of any concerns being noted, the Facilities Manager would arrange for a surveyor to assess and then take appropriate action.
4. The school has adequate security arrangements in place for the grounds and buildings detailed in the Security Risk Assessment. All staff should be aware of the procedures and informed of their role in the implementation of the policy, either through meetings or new staff training.
5. The Sports Centre is available to hire at times when school activities may be taking place on the site. Therefore the following procedures are followed by the Sports Centre Manager to ensure that the health, safety and welfare of GHS students are protected, and their education not interrupted by other users:\*

- a. An agreement is drawn up with the hirer which includes safeguarding measures and health and safety measures. Copies of qualifications, DBS checks, Insurance details and risk assessments from the hirer are obtained.
- b. The Sports Centre Manager will make any persons present on the site aware of the school's Fire and Security Policies.

\* During the covid 19 pandemic, the hiring of the sports centre has been limited to times when the facilities are not being used by the school.

6. That the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by regular inspection and maintenance and checks from specialised roofing contractors and ensuring any defects are addressed. Staff can inform the Facilities Manager of any concerns via the caretaking request system.
7. In the event of the emergency services being called there is sufficient access to the school for the safe evacuation of all pupils, including those with special educational needs or disabilities, by maintaining clear route to the following access points:
  - a. Front of School (Senior, Junior and Morton House)
  - b. Nightingale Road Entrance and Nightingale House
  - c. Junior School Playground
  - d. Sports Centre
8. In accordance with the Fire Safety Policy, a fire risk assessment is carried out and evacuation routes maintained and all staff, pupils and visitors are made aware of the evacuation procedure. A risk assessment is made for pupils with disabilities or special educational needs
9. Disabled access to the School is clearly signposted and maintained. DDA access reports are included in the schools SENDA policy and a risk assessment is in place for staff and pupils with disabilities. Access to the school allows all pupils, including those with special educational needs and disabilities, to enter and leave the premises in safety.
10. Reasonable assurances that the premises of Guildford High School have not been condemned by the Environmental Health Authority
11. That room survey reviews are carried out annually by staff who should record any defects and return the survey to the Facilities Manager who addresses any defects. Any further classroom issues should either be reported on caretaking requests or ICT/AV requests. The Facilities Manager meets every morning with the Caretakers to prioritise action.

12. All classrooms at Guildford High School are safe for teaching and the timetable will take into account any rooms which have restrictions on numbers or limited access to ensure the safety and welfare of pupils. Classrooms have due regard for the age and needs of pupils, including those in the EYFS setting (which fulfil the necessary floor space requirements), and those with special educational needs or disabilities. The size of the classrooms provide for the teacher being able to reach each pupil in a classroom in order to provide individual help and guidance. No area of the school compromises health or safety.

13. The School has a Health and Safety Policy which is maintained and reviewed. All staff are made aware of the policy and procedures for Health and Safety. In accordance with this policy the Facilities Manager ensures and monitors Health and Safety in the school including:

- a. Upstairs windows are fitted with restrictors to prevent accidents
- b. Lower level glazing meets regulations
- c. Asbestos is monitored in line with the Asbestos Plan
- d. Legionella checks
- e. Portable Appliance Testing is carried out by a qualified person
- f. Risk Assessments are made where appropriate and monitored and reviewed

14. Ensures, with regard to Reg. 4 of the *School Premises Regulations*, that there are suitable toilet and washing facilities for the sole use of pupils, including facilities for pupils with special educational needs and disabilities (SEND). These facilities are available in the Main School site or in the Sports Centre and staff must be aware of the nearest and most suitable facilities to their activity. Facilities for disabled pupils may also be used by other pupils, staff, supply staff, volunteers and visitors, whether or not they are disabled. Toilet facilities for disabled pupils contain one toilet and one washbasin and have a lockable door opening directly onto a circulation space that is not a staircase.

15. Ensures that toilet facilities are planned and designed so that hand-washing facilities are close by and the rooms containing them are adequately ventilated and lit, and are located in areas around the school that provide easy access for pupils and allow for informal supervision by staff without compromising pupils' privacy.

16.

Location	Sink	Toilet	Disabled	Showers	User detail
Main School					
T2	11	11	1		11+
T3	6	6	1		11+
T4	3	3			11+

C4	4	4			11+
C5	3	3			11+
C6	3	2			11+
Medical Room	1	1			11+
Stocks	12	14			11+
2016 Hall (Students)	3	3	1		5+
2016 Hall (Staff/Visitors)	4	4	1		

Location Junior School	Sink	Toilet	Disabled	Showers	User details
Reception	3	3			5+
Ground Floor	3	3	1		5+
1 <sup>st</sup> Floor	7	7	1		5+
2 <sup>nd</sup> Floor	3	3	1		5+
Staff	3	3			5+

Location Morton House	Sink	Toilet	Disabled	Showers	User details
Ground Floor	3	3	1		
1 <sup>st</sup> Floor	3	3			
Staff	2	2			

Location Nightingale Road	Sink	Toilet	Disabled	Showers	User Details
Ground Floor	3	2	0	0	Staff/6 <sup>th</sup> form

Location Harper House	Sink	Toilet	Disabled	Showers	User details
Ground Floor	2	2			Staff/5+
First Floor	2	3		1 (Staff Use)	Staff/6 <sup>th</sup> Form

Location Sports Centre	Sink	Toilet	Disabled	Showers	User details
Basement	9 (incl disabled)	12 (not incl disabled)	1	20	
Ground Floor	9 (incl disabled)	11 (not incl disabled)	1	18	
First Floor	5 (+kitchen)	5	1	0	
Staff	1	1 (ground floor)	-	1	

17. Ensures that toilet and washing facilities for staff, which may also be used by visitors, are separate from those provided for pupils, except where they are designed for the use of those who are disabled.
18. Ensures that suitable changing accommodation and showers are provided for pupils after physical education. Changing areas and showers for pupils are in areas separated from toilets and designed to provide adequate privacy.
19. The medical area at Guildford High School has appropriate facilities for pupils who are ill (Reg. 5 of School Premises Regulations). It contains:
  - a. a room for medical or dental examination
  - b. a room for rest
  - c. a washbasin and toilet
20. In partnership with the Catering Manager the Facilities Manager ensures that the kitchen and server areas allow for hygienic preparation of food and the hygienic serving and consumption of food by pupils and staff. Regular deep cleaning is carried out, Environmental Health visit the premises on an ad hoc basis, and their recommendations are recorded and actioned as appropriate by the Catering Manager. The equipment is maintained by external contractors through the school. However, specific risk assessment is carried out by the catering company including food-sampling testing. The Deputy Head (Enrichment) is made aware of any concerns.
21. In line with the Generic Teacher Responsibility policy all staff must ensure that their classrooms and other parts of the school are maintained in a tidy, clean and hygienic state. Pupils are also reminded of the need to ensure their rooms are tidy. Four full-time cleaners are on-site and can be called at time by mobile from the Front Office. Part-time cleaners ensure that classrooms and corridors are cleaned at either the beginning or end of the day. Any defects must be recorded by a member of staff on caretaking or ICT/AV requests.
22. Guildford High School ensures that the sound insulation and acoustics allow for effective teaching and communication. Pupils and staff should be able to hear clearly, understand

and concentrate on whatever activity they are involved in, and experience minimal disturbance from unwanted noise. Stocks Hall has acoustic cladding to the walls and ceiling, Music Teaching Rooms have acoustic curtaining to the walls and Music Department carries out risk assessment/noise testing.

23. Ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in line with regulations 6 and 8 of the *School Premises Regulations*. Adequate light levels are necessary for good visual communication, with a preference for daylight where possible. Any staff with concerns should report the issue or problem on the caretaking request system.
24. Each room or other space in the school has lighting appropriate to its normal use as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on) and a glare index limited to no more than 19. Lighting is maintained by caretakers and external contractors as appropriate.
25. External lighting is provided to ensure safe entry and departure to and from the school premises after dark and to ensure safe pedestrian movement.
26. The heating system is maintained by an external contractor and controlled by caretakers as and when necessary. The Facilities Manager makes regular checks to monitor the temperature of rooms around the school to ensure they meet the regulations and records her results and actions any issues, in particular that the surface temperature of any radiator or exposed pipework does not exceed 43°C.
27. Controllable ventilation shall be at the following rates:
  - a. In all occupied areas: at least three litres of fresh air per second for each of the maximum number of persons the area will accommodate;
  - b. In teaching accommodation, medical/sick rooms, sleeping and living accommodation: eight litres for each of the usual number of people present when the areas are occupied;
  - c. In washrooms: at least six air changes an hour.
28. Adequate measures are taken to prevent condensation and noxious fumes in kitchens, science labs and other rooms by maintaining the ventilation heating systems. In the Science Department these checks are carried out by an external company and overseen by the Senior Lab Technician who records the results. Any concerns are raised with the Facilities Manager. Ventilations systems in the school kitchen is maintained by an external company and overseen by the Catering Manager who records the results and alerts the Facilities Manager of any concerns. Dust extraction in the DT Workshop is maintained by an external company and overseen by the Head of Faculty (Technology) who records the results and alerts the Facilities Manager of any concerns. Each department has its own risk assessment.



29. Ensures that there is a satisfactory standard and adequate maintenance of decoration by following a three-year plan of ongoing decoration. Decoration is either contracted out or done in house by the caretakers.
30. Ensures that the furniture and fittings are appropriately designed for the age and needs (including any special educational needs or disabilities) of all pupils registered at the school and this is reviewed as far as budgets allow.
31. Ensures that there is appropriate flooring in good condition by walking the school site and responding to any defects or near-misses recorded.
32. Ensures that suitable outdoor space is provided in order to enable:
33. Physical education (including the playing of games) to be provided to pupils in accordance with the school's Curriculum Policy
34. Pupils to play outside. Pupils in all years have access to a playground, including a separate playground for those in our EYFS setting. We also have large gardens which are available for all Senior School pupils and for Junior School pupils when supervised by staff.
35. The Facilities Manager ensures play equipment is safe and annually inspected by an external company any faults reported or noted from walking the site are immediately actioned. Staff on duties or supervising play must be alert to the safety of play equipment. Outside play areas are maintained by the caretakers and gardeners. Traffic risk assessments and out of lesson risk assessments are made and followed by staff on duty.
36. Ensures that there is suitable accommodation for our small number of residential staff in which they can live, eat and sleep, and that there are suitable toilet and washing facilities provided for them.
37. Ensures that there are separate areas for staff to take a break away from pupils (Senior and Junior School staffrooms). Staff also have sufficient space to see parents confidentially away from pupils in a range of offices and meeting spaces.
38. Ensures that Guildford High School's No Smoking policy is rigorously implemented and made clear to all pupils, staff, parents and visitors to the site by displaying signs which conform to statutory legislation in sufficient places around the site.

## HEALTH AND SAFETY PROCEDURE

1. The school will practise safer recruitment

2. All staff who intend to take a trip or visit out of school should liaise with the Educational Visits Co-ordinator (EVC) and must be familiar with the Educational Visits Policy and follow its procedures for recording and risk assessing trips using the GHS database. Any external companies used must provide risk assessments.
3. Where the activity involves caving, climbing, trekking, skiing or water sports (other than rowing) the organiser must ensure that the provider holds a licence as required by the Adventure Licensing Regulations (2004).
4. Internal events must be risk assessed. A copy of this assessment must be sent to the Facilities Manager for review. An internal event form must also be completed. This can be found on the school's intranet.
5. All departments must have a departmental risk assessment which is reviewed annually by the Facilities Manager, and each member of the department must sign to confirm that they have read and understood the assessment.
6. High risk departments, such as science and D & T will have detailed risk assessments and local management arrangements to identify and address all possible hazards in their subject area.
7. Teaching rooms for high-risk areas such as laboratories must be kept locked when unoccupied.
8. It is the responsibility of all members of staff, volunteers and visitors to report issues of Health and Safety. This can be done via the caretaking system, or in cases of imminent danger to the Facilities Manager or member of SMT directly.
9. Heads of Department should liaise with the Facilities Manager to ensure that all electrical items in their department are PAT where necessary, and at least annually.
10. Support staff line managers must risk assess the tasks carried out by their staff and ensure that those tasks are being carried out safely. The line manager should identify any training needs e.g. manual handling to the Facilities Manager.
11. Dangerous Substances must be stored in appropriate locked facilities. The Facilities Manager keeps the COSHH register, and a copy is also kept in the fire box at the assembly points.
12. Health and Safety Induction Training is given to all new staff, with regular refresher training for all. The Facilities Manager will organise any additional training that may be necessary including manual handling, DSE (Display Screen Equipment) and for specific equipment.
13. The Facilities Manager is responsible for carrying out general risk assessments for the premises and Health and Safety procedures.
14. Accidents, incidents and near misses must be reported. This is done via the UL Accident Report system (ARMS) which can be accessed via the Guildford High School intranet.

15. The Facilities Manager is automatically notified when an accident report is completed so that he can arrange any necessary investigation to prevent reoccurrence.
16. If a serious accident, or an incident where an Ambulance has to be called the Facilities Manager and the Executive Head and/or member of SMT must be notified immediately.
17. After normal school hours (1600 hrs.) pupils must go to Stocks Hall (homework club or after school care in the junior school) if they are not taking part in an after school activity. Staff must ensure that pupils are not loitering in classrooms.

## MINIBUS PROCEDURE

1. A separate policy is in place for the operation of minibuses, but in summary before a member of staff can drive a minibus they must meet the following requirements:
  - a. Meet the minimum age and licence requirements for the vehicle
  - b. Complete a driver declaration
  - c. Complete a MIDAS training course

## SECURITY PROCEDURE

The Facilities Manager is responsible for the security of the school site and for updating the Security Risk Assessment, Emergency Procedures and Disaster Recovery Plan on an annual basis.

- The Facilities Manager and the SMT review the security arrangements regularly, updating
- The policy and risk assessment annually and as deemed necessary. When reviewing the school's security arrangements, the following are explicitly taken into account:
  - The location of the school
  - The physical layout of the school
  - The movements needed around the site
  - Arrangements for receiving visitors
  - Staff/pupil training in security
- People have access to the school buildings at what times. For their own safety, pupils can only access the buildings Monday to Friday 07:30 to 17:45.
- The site is equipped with CCTV monitored and controlled by the Facilities Manager at the main school and the Sports Centre Manager at the sports centre.

- Gates around the junior school, Nightingale courtyard and Harper House are connected to the access system and must be kept shut unless a member of staff is present.
- The exterior of the school site is lit during the hours of darkness but lights are timed to go off once the site has been vacated in the evening.
- Senior reception is open 07:30 to 18:00, Junior 07:00 to 16:45 and the Sports Centre 07:30 to 21:00. Visitors to the school must report to one of these receptions where the receptionist will sign them in and issue them with a visitor badge. During the pandemic visitors are discouraged during the normal day and must have an appointment, Visitors are also being asked to sign in and out and will not be given a badge to avoid cross contamination.
- Green – DBS cleared visitor or visiting UL member of staff. Visitor is allowed unescorted access to the school site
- Blue – DBS cleared contractor. Allowed unescorted access to the site.
- Red – Visitor with no DBS. Must be accompanied by a member of staff.
- Visitors without a DBS must remain in reception for their host to collect them
- Hosts must ensure that their visitors are aware of the evacuation, security and safeguarding procedures.
- Pupils are reminded not to allow a stranger to ‘tailgate’ them into the building and to politely ask anyone without a visitor badge to report to reception. If they have any concerns they must report it to a member of staff who should report to the Facilities Manager.
- Activities taking place after school (16:00 hrs.) should ideally be confined to one place and must be supervised by a member of staff. If staff allow pupils to work in groups in different locations they must ensure that this is done with due regard for the arrangements for remote supervision (see Supervision Policy). First aid must also be accounted for.

# APPENDIX 1: H & S COMMITTEE – TERMS OF REFERENCE

## POLICY STATEMENT

The Facilities Manager is responsible for Health and Safety in the school and is advised by The United Learning Company Health and Safety Manager.

Guildford High School seeks to implement this policy through adherence to the procedures outlined below. The policy applies to all members of the school community, including those in our EYFS setting. Guildford High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

In line with our Provision of Information policy, this document is available to all interested parties on our website, and on request from the main school office.

The Health and Safety Policy is reviewed annually by the Facilities Manager or as legislation changes or events require.

## OBJECTIVE

In order to comply with the Health and Safety (Consultation With Employees) Regulations 1996 GHS has a health and safety committee, whose function is to promote the health, safety and welfare of staff, pupils and visitors to the GHS site, and those taking part in activities relevant to but away from the school.

## MEMBERSHIP

The committee will be made up of the Executive Head, the Head of Senior School, Facilities Manager and representatives from each of the academic departments from the senior school, and the Head to represent the Junior School.

## MEETINGS

Meetings will be held termly.

A copy of the meeting minutes will be sent to the Group H & S Manager.

## TERMS OF REFERENCE

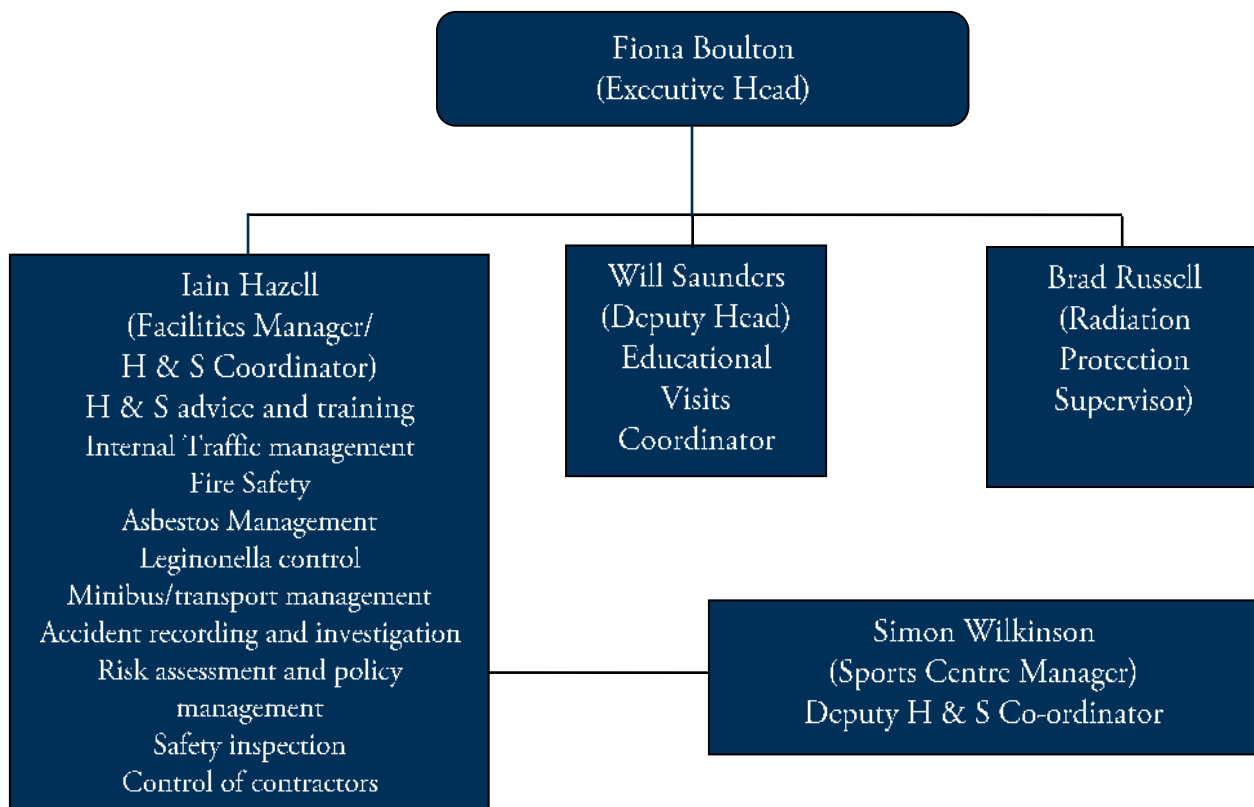
- To receive reports on accidents and dangerous occurrences, and where necessary review investigations and consider the effectiveness of action taken to prevent further similar accidents.

- To consider new and upcoming legislation and its implications to the school's activities, and discuss any changes needed to working practice.
- To consider new policies and assessments needed to comply with relevant legislation, required locally or to comply with United Learning policy in order to maintain safety.
- To review existing, and approve new, policies and procedures.
- To promote health and safety throughout the school to both staff and pupils.
- To review the findings of inspections and audits.
- To request formal inspections of work places as the committee think appropriate and receive reports of such inspections.
- To consider health, safety and welfare matters raised by members of staff
- To provide appropriate reports to the Local Governing Board and United Learning central office

## COMMITTEE MEMBERS

Fiona Boulton – Executive Head  
 Karen Laurie – Head of Senior School  
 Katherine Barnett-Christie – Business Director  
 Iain Hazell – Facilities Manager  
 Will Saunders – Deputy Head  
 Duncan Peel – Deputy Head  
 Karen Stenning – Science Technician  
 Kimberley Walrond – Head of Science  
 Sue Kew – Head of Faculty  
 Keely Harper – Director of Sport  
 Katy Holland – Deputy Head, Junior School  
 Simon Wilkinson – Sports Centre Manager (Deputy H & S Co-ordinator)  
 Guildford Nurse (depending upon duty)

## APPENDIX 2: HEALTH AND SAFETY ORGANISATION CHART



## APPENDIX 3: GAS LEAK EMERGENCY PROCEDURE

If a gas leak is reported please follow the guidelines below.

- Caretaker to turn gas off at main
- Inform School Office of Gas Leak
- Evacuate the building to Fire Evacuation area or to Stoke Park
- Open windows and doors where possible.
- Do not use electrical items or turn lights on or off
- Telephone the emergency number: 0800 111 999
- Await all clear before entering the building.



## APPENDIX 4: HEALTH AND SAFETY FOR ON SITE CONTRACTORS

Guilford High School is committed to ensuring the safety of its pupils, staff, visitors and contractors whilst on the school's premises.

As such we expect that all contractors visiting our premises will carry out their work to the highest standard of safety and at all times in such a way that risk to themselves or our pupils, staff and visitors is minimised.

We require all contractors to adhere to the Health and Safety at Work Act 1974, and any other health and safety legislation that applies to the job they are carrying out. This will include (but is not limited to) regulations such as:

- Electricity at Work Regulations 1989
- Working at Height Regulations 2010
- Workplace Regulations 1992
- Construction Design and Management (CDM) Regulations 2015
- First Aid at Work Regulations 1981
- Relevant Building Regulations

It is a requirement that all contractors visiting the site have read a copy of these site rules and information.

During the covid-19 pandemic contractors will only be allowed on site during the normal day to carry out emergency work, or routine safety inspections. All other work will be delayed until a holiday period.

### SIGNING IN/OUT

On arrival at the school you **MUST** sign in at reception.

This is essential so that we can account for everyone on site should we need to evacuate.

When you leave the site please return your badge to reception and sign out.

### EVACUATION

The evacuation signal in the school is a constant ringing bell or siren.

Should this activate all work must stop immediately, power tools switched off, and you must evacuate the building by the nearest exit.

Contractors should make themselves aware of the position of the nearest exit, and if they are unsure clarify this with their GHS host.

Once out of the building you should make your way to the Nightingale Road Courtyard, or the gates to Stoke Park if you are at the Sports Centre, where you should report to the receptionist.

## FIRE

If you should discover a fire, raise the alarm by using one of the break glass points, and evacuate immediately.

Do not attempt to fight the fire.

## FIRST AID/ACCIDENT

We encourage contractors to have their own first aid trained personnel and carry their own first aid kit (this is a requirement in CDM projects).

However where this is not practical GHS staff are available to provide first aid. Lists of first aiders are in various places around the school, or a first aider can be summoned by contacting reception.

If an accident occurs on site that requires an ambulance you must notify reception so that the ambulance crew can be directed to the right location.

Any accident occurring on GHS premises must be reported to the Facilities Manager for inclusion in the accident book.

## RISK ASSESSMENT

All contractors must supply suitable risk assessments and method statements for the tasks they are performing.

These can be generic for tasks that are frequently carried out, but separate assessments must be provided for one off tasks.

Work will not be allowed to proceed unless the Facilities Manager has had sight of the risk assessments and method statements.

Any work carried out, or any contractor working outside the scope, or not in accordance with the risk assessment and method statement will be stopped.

## SECURITY

The security of the school premises and of our pupils are a top priority and contractors must adhere to the following:

Any person without a valid DBS check cannot be left working on their own.

There will be no work carried out in cloakrooms or toilets during term time without the permission of the Facilities Manager, and then at least 2 people must be in the room at all times.

Outside doors are not to be propped open unless someone is present at all times.

Visitor badges must be worn visibly at all times.

If you should see someone suspicious on the premises please contact the Facilities Manager, a member of the caretaking team or reception.

## VEHICLES

Parking is extremely limited at GHS.

You should only park in a visitor's bay at the front of the building, or in front of the Nightingale Road house with the permission of the Facilities Manager.

There is a site speed limit of 5 mph.

## PERMITS TO WORK

GHS operates a permit to work system for hazardous tasks such as hot work, and working at height.

The permits are issued by the Facilities Manager, and no work will be allowed to commence without one.

If you are unsure if your task requires a permit to work please see the Facilities Manager.

## SMOKING

The whole of the GHS premises are a non-smoking site – even during school holidays.

## REFUSAL OF ACCESS TO SITE

Any contractor found breaching health and safety regulations, GHS site rules, or behaving in an inappropriate manner will be asked to leave and from then on banned from site.

Guildford High School is part of the United Church Schools Trust, and we would ask you to note the following from our Health and Safety policy with regard to working on site:

## WORK SITES

- Wherever it is reasonably practicable to do so, work areas should be physically separated from areas used by staff and pupils etc. and if possible should be enclosed within a boarded or sheeted perimeter fence at least 2 metres high.
- The contractor should take precautions to eliminate so far as is reasonably practicable the dangers to staff and pupils arising from the movement of all contractors' vehicles about the site.
- Parts of the site that must remain open to the school or public should be provided with all necessary footways and guard rails to ensure safe passage.
- Fire exits must be kept clear at all times.

## ACCESS EQUIPMENT

- When ladders, scaffolds, cradles, etc., are to be in position for less than a working day a clear demarcation of warning tapes should be provided and maintained at least 2 metres clear of the equipment. During this period the equipment must not be left unattended. When such items of equipment are erected and positioned for more than a working day a substantial barrier should be provided and maintained to prevent unauthorised access.
- All scaffolds, hoists etc. should only be erected or dismantled when the surrounding areas are clear of staff and pupils. Similarly mobile scaffolds and ladders should only be moved in occupied or open access areas when these are clear of staff and pupils
- Ladders and ropes should be secured out of reach of children and unauthorised people.

## OVERHEAD WORKING

When work is undertaken at heights above or adjacent to occupied rooms or access areas the occupants/passers by must be given all necessary protection or such rooms/areas should be taken out of use for the duration of the work.

## EXCAVATIONS

All excavations in open access areas must be covered while they are not in immediate use. All excavations more than one metre deep must be fenced and appropriate warning signs erected.

## SUBSTANCES

The contractor should provide the school with relevant information on any hazardous substance to be used on site which might present a risk to the health and safety of staff and pupils. Matters to be

considered include storage, restrictions on the use of buildings and open access areas by staff and pupils, restrictions in working hours by the contractor etc.

If any of the contractor's work involves the disturbance of asbestos, amongst other things, a written method statement should be agreed by all parties before the work begins. If work being undertaken encounters asbestos it should be left undisturbed and the school contacted immediately.

## STRIPPING PAINT

All paint work which is to be stripped should be treated as containing lead unless it is proved to be or is known to be lead-free

## APPENDIX 5: STUDENTS ON SITE OUT OF NORMAL HOURS

There may be times when students require or request access to the school outside normal school hours. In this instance outside normal school hours means when school is not normally open to students i.e when the school is not open for normal lessons or a school related event.

This will normally be when a girl requests access to use the school facilities during holiday time for revision, or to attend a holiday class.

Under no circumstances can a girl be given the keys and alarm codes to any building.

The request must be made to the Head of Year, who must check with the Facilities Manager to ensure that the areas required will be free and safe before permission is granted.

Once permission is given the girl/s must adhere to the following:

- They must sign in and out every time they enter/leave the building – this includes leaving the building for short periods such as lunch.
- They must report to the Facilities Manager on the first day that they come in, who will let them know of any work happening, areas of the building they must not go to, and any other health and safety information.
- Girls must stay in the areas designated to them
- Girls can only be on the premises between 0830 and 1600 during the week (the school is not open on public holidays).
- Rules regarding girls not bringing cars onto school premises still apply during holiday time

## HEALTH AND SAFETY

During holiday time there are obviously far fewer people on site than during a normal day, and some of these people may be contractors who girls are unfamiliar with.

Holidays are also when work is carried out to the school premises, which can provide their own safety hazards which girls will not be familiar with.

It is therefore essential that girls stay in the areas designated to them.

They should also note that during some holidays some areas of the school are 'let out' to holiday clubs so there may still be children on site, and traffic.

Contractors will often use the playground to park vehicles, or to store equipment, so extreme care must be taken when walking across playgrounds, as contractors will not be expecting girls to be on site.

Normal pedestrian walking routes must be used.

## FIRE/EVACUATION

During holiday time the normal evacuation rules apply, and if the alarm sounds the building should be evacuated in the usual way, and everyone should assemble in the Nightingale Courtyard.

The Facilities Manager will advise if there are any changes to the evacuation procedure such as work being carried out on the alarm system, or temporary relocation of the assembly point.

If working in an unfamiliar part of the building girls should ensure that they know where their fire exits are.

## FIRST AID

The nurses do not work during school holidays, so first aid cover is provided by the staff on site.

Girls must ensure that they know who the first aiders in attendance are, and where to find them.

Any accidents must be reported to the Facilities Manager.

## LONE WORKING

If a girl is working on her own she should keep a mobile phone with her, and ensure that she has the contact number of main reception.

She must let the receptionist know where she will be working so that if necessary a member of staff can periodically check to ensure that she is ok.

## APPENDIX 6: USE OF VEHICLES ON THE SCHOOL SITE

Guildford High School is committed to ensuring that the school site is safe and healthy for employees, for pupils, for visitors (including contractors) and for anyone else who might be affected by our work activities.

The safety of pedestrians is a high priority and takes precedence over convenience for vehicles which might need to access the school site, and the use of vehicles on site is the subject of a written Risk Assessment.

Speed restrictions and traffic calming are clearly visible and must be adhered to by all who bring vehicles onto the site. Parking is only permitted in designated areas and no parking on double yellow lines, yellow hatched areas or marked pedestrian walkways is permitted at any time.

Traffic routes at Guildford High School are extremely limited and can become very congested, and this policy aims to reduce the risk of accidents and implement a suitable, controlled approach to traffic management on the school site. Vehicles are driven and parked on the school site at the owner's risk, and Guildford High School does not accept responsibility for theft from or damage to vehicles whilst on the school site. All people driving on the site are expected to do so in a safe and courteous manner, respecting the 5 mile per hour speed limit, and to obey the instructions given by GHS staff directing traffic. In the event of serious or persistent breaches of this policy or procedures the school reserves the right to ban certain individuals from bringing their vehicles onto the school site.

This applies to anyone using the school site, including staff, pupils, parents, visitors and contractors and Guildford High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Guildford High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the Equality Act (2010). Further details are available in the schools Equal Opportunity Policy document.

### KEY PERSONNEL

The Facilities Manager is responsible for onsite traffic and minibus/ transport management.

### PROCEDURES

These procedures are informed by guidance in the UCST Health and Safety Policy and they reflect the relevant traffic management risk assessment conducted annually by the Facilities Manager.

Due to its location the Guildford High School site has only limited space for traffic and parking. The site can become very congested during peak hours and during special events. To try to relieve some of this congestion staff, visitors and parents are encouraged to use transport other than motor vehicles when visiting the school.



A bicycle shed is provided, and a separate motorcycle parking area. The school is situated next to London Road (Guildford) station, is within walking distance of the town centre and is on a regular bus route.

## STAFF

There is limited parking for staff on the school site, split between the main school site, sports centre and Nightingale Road houses.

Parking at the main school site and the Nightingale Road houses is allocated.

GHS cannot guarantee a parking space for all staff, and if parking at the Sports Centre is full it may be necessary for staff to find alternative parking on residential roads, or in the London Road station car park. Staff arriving later in the morning should allow additional time in case they have to find a parking space off site.

Staff are discouraged from using their own private vehicles for conveying pupils and permission to do so must be sought in writing from the Facilities Manager and EVC. During the covid-19 pandemic transportation of pupils in cars will not be allowed.

Copies of the following documents will be required and retained by the school in order for permission to be granted.

- A current MOT certificate for the vehicle (if required)
- Evidence of comprehensive insurance for the driver (Note: UCST insurance automatically provides business use cover if there is comprehensive insurance).
- A current UK driving licence
- A completed Driver Declaration Form

MOT and insurance documentation must be provided annually if a member of staff wishes to continue using their car to transport pupils. The member of staff must also inform the Facilities Manager of any endorsements on their licence. The Facilities Manager, in consultation with the Executive Head, reserves the right to revoke permission to transport pupils in their own car (or in school minibuses) in light of any endorsements.

For each separate occasion on which a member of staff needs to transport pupils in their own vehicle, the member of staff will have to ensure that the following are in place:

- A completed risk assessment form for the activity indicating (amongst other things) that there are reasonable measures to control driver fatigue. (This can be included as part of the risk assessment for the whole trip, on GHS Databases).
- Parental permission (this can be included as part of the consent form for a visit)

Staff will also have to discuss the matter with the EVC, Will Saunders, who will decide, in liaison with the Facilities Manager, whether it is appropriate for each individual visit to transport pupils in a personal vehicle.

The Facilities Manager keeps a record of those members of staff who have been granted permission to transport pupils in their own cars. The Facilities Manager reviews this record on an annual basis and ensures that staff on the list re-submit relevant documentation.

## VISITORS/PARENTS

There are a limited number of spaces for visitors at the main school site.

Spaces for visitors can be reserved in advance using the room booking system on the intranet.

Should parking for larger vehicles (including mini buses) or for events be required arrangements should be made with the Facilities Manager.

Parents are encouraged to not bring cars onto the school site due to the limited space and parking; however it is inevitable that some parents will have to bring their car on site to drop off and pick up. In order to relieve some congestion parking is provided in the Junior School playground in the afternoons.

Parents are asked not to use the playground until 1500 and to keep all pedestrian walkways clear.

The junior playground can be used for drop off of Reception girls in the morning from 0745 to 0830 and general parking in the afternoon from 1500. The gates will be locked by the duty caretaker at 1800.

The caretaking team are on site during the morning and afternoon peak to control traffic, and are also available at other times should a large amount of traffic be anticipated.

## PUPILS

Pupils are not permitted to drive on or bring private vehicles onto school premises, even once they have passed their test.

This includes events out of normal school hours, e.g. evening and weekends.

Girls are permitted to drive on school premises when accompanied by a qualified driving instructor in a dual control car for the purposes of a driving lesson.

The Executive Head may grant permission for a girl with a permanent or temporary disability to bring a car onto school premises but the following documents will need to be completed and produced.

- Written parental permission

- Evidence of a full UK driving licence, insurance and MOT (if applicable)
- Completed Pupil Vehicle Permission Form
- An indication of whether or not the parent agrees to other pupils being carried as passengers

The car must then only be used to convey the girl to and from school, and should not be used during the day/during breaks.

Any permission to bring a car onto school premises is subject to the pupil obeying on site driving rules related to speed, parking, courtesy and safety. Any breach of these rules will result in permission to bring a car onto the school site being withdrawn.

## APPENDIX 7: HEALTH AND SAFETY FOR WORK EXPERIENCE

Work experience is an important part of the curriculum and sees girls spending time with an employer to gain an insight into the working world and hopefully their future profession.

Whilst girls only spend a relatively short period of time with a company, sometimes as little as 1 or 2 days, it is essential that health and safety procedures are put in place from both a legal and moral prospective.

As most girls sort out the work experience themselves it is essential that they provide the school with as much information in advance as possible, so that the suitability of the placement can be assessed, and to give the Careers Advisor and Facilities Manager enough time to gather the necessary information and pass it on to parents.

### LEGAL OBLIGATIONS

In addition to the normal health and safety requirements for a workplace, the addition of children and young people add various other requirements to normal procedures.

In law students are counted as employees whilst on work experience, and therefore are subject to the same regulations as normal employees, plus additional regulations specifically laid down for children and young people.

A child is a person not over compulsory school age (i.e up to the last Friday in June in the academic year of his/her 16<sup>th</sup> birthday). A young person is a person who has ceased to be a child but is under 18.

Legislation governing work experience includes:

- Management of Health and Safety at Work Regulations 1999
- Children and Young Persons Act 1933
- Children and Young Persons Act 1963
- Education Act 1996 (as amended)
- Children (Protection at Work Regulations) 1999

Any student on work experience still considered by law to be a child must have a completed risk assessment approved by a parent/guardian prior to the work experience starting. Where Guildford High School 'sources' the work experience placement for such a pupil, a DBS Enhanced Disclosure must be carried out on the child's work experience supervisor. If the parent or pupil 'sources' the placement, it is at the parents' discretion and the Director of HE and Careers will make them aware of this.

Employers are required by law to carry out a risk assessment for a child or young person working on their premises, which must take into account the differences in age, and both mental and physical experience between them and an adult employee.

## INFORMATION REQUIRED

- In order to avoid any confusion about which documents are required for a 'child' and a 'young person' any GHS girl on work experience must have the same documentation approved by a parent prior to the work experience starting, regardless of her age. The only exception is that DBS checks are not required for employers supervising pupils aged 16 or over, only those under 16 who are still legally considered to be a 'child'.
- Once girls have organised their work experience they must advise the Careers Advisor of the details as soon as possible to enable her to send the employer the necessary questionnaire, with enough time for it to be returned, and forwarded to parents for approval.
- The Careers Advisors will need to know the correct person to contact at the employer to ensure that the correct information is returned. The questionnaire is attached to this procedure as appendix 7. Employers should be reminded that they have a legal obligation to provide us with a suitable risk assessment, and details of the tasks the girls will be asked to perform.

## HIGH RISK AREAS

Should it become apparent that a girl will be in a high risk environment the Facilities Manager may make the decision to meet with the employer to discuss the health and safety procedures in place, and the tasks that the girls will be carrying out.

There are specific tasks which children and young people are legally prohibited from carrying out, even under supervision, but high risk areas may include (but are not limited to)

- Building sites (working on or visiting)
- Veterinary work involving farm visits, large livestock, or exposure to infectious disease
- Warehouses (working in or visiting)
- Work involving contact with the public, if that public are likely to pose a risk e.g. of physical or verbal abuse
- Working at height, using ladders or other physical work
- Long periods of time in a vehicle
- Locations where the person is likely to come in contact with moving vehicles e.g. garages, racetracks
- An environment where manual handling is required
- Environments where the student is likely to be working on her own or with only one other person for long periods

## PARENTAL CONSENT

- GHS is legally obliged to provide parents of a 'child' with details of the work experience, together with the risk assessment.
- Parents of all girls, no matter what their age, will be sent a copy of the questionnaire, together with any other relevant documents provided by the employer.
- If there are any concerns from the Careers Advisor and/or Facilities Manager about the suitability of the placement these should be conveyed to the parents when sending the relevant documentation.
- In the case of high risk environments, or where concern over the suitability of the placement has been raised, parents must confirm that they have accepted the advice provided by the school, but are still happy for their daughter to attend the placement.

## PROTECTION DURING THE PLACEMENT

It is very important that girls feel that they have the support of the school, and have not been left to cope on their own whilst on their work placement.

- Girls will be provided with contact cards which will have a phone number which will be available 24 hours a day.
- Girls should be briefed before the work experience starts that they should have no hesitation in contacting the school if they have any concerns about things at their placement. This could range from safety concerns, issues with the tasks they have been asked to carry out, bullying or harassment.
- They should also be told that they must let the Careers Advisor know if they have an accident during their time on the placement, no matter how small, or if they are ill and unable to attend that day.
- The Careers Adviser or another member of GHS staff will also make contact with a small number of girls during their placement. The purpose is to carry out a spot-check for quality assurance but also to have the opportunity to find out a bit more about what pupils are getting out of the experience and any reflections from employers, especially those who may be able to provide placements in future years for other GHS girls.

## AFTER THE PLACEMENT

Feedback from both the student and the employer once the placement has finished is very important to assess the success or failure of the girl's time in a workplace.

If the placement has been successful it could lead to a relationship between the school and the employer which could benefit future generations of girls who could find a placement with that firm beneficial.

The girls should be asked their thoughts on the following:

- Relevance of the work experience
- Were the tasks they were given what they expected and relevant to the job
- Concerns
- Were they given adequate information about safety, and the premises themselves e.g. location of toilets
- Would they recommend their employer to be used as a work experience location in the future

## APPENDIX 8: LOCKING UP PROCEDURES (MAIN SCHOOL SITE)

Guildford High School recognises that premises and accommodation are integral to the delivery of a first class education. Therefore we aim to ensure that the facilities are kept to a high standard to create a positive learning environment and meet Health and Safety Regulations and the requirements of [Education \(School Premises\) Regulations 1999](#).

The Facilities Manager (Iain Hazell) oversees the maintenance of the school buildings and, together with the Executive Head, ensures that the accommodation and facilities provided at Guildford High School are maintained to ensure the safety and welfare of pupils, staff and visitors. The Facilities Manager liaises closely with the Executive Head and the rest of Senior Management Team about the school premises.

This statement applies to all sections of the school, including the EYFS setting. Guildford High School seeks to implement this statement through adherence to the items set out in the rest of this document. Guildford High School is fully committed to ensuring that the application of this document is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This policy will be reviewed annually, or whenever changes to the procedure are made. The next date of review is March 2022.

### POLICY

The need to provide a secure environment extends not only to ensure that the school premises and grounds are secure from intruders during the school day, but also after hours.

### SECURITY

- The school is equipped with a biometric access control system.
- Staff, pupils, and authorised contractors and visitors have their fingerprints registered.
- The system can be programmed to allow access to all or a limited number of doors, and for access at certain times of the day.
- The access system is managed by the Facilities Manager.
- In addition, all buildings are physically locked outside hours, normally by the duty Caretaker, but in some cases by individual members of staff.
- Keys are issued to certain members of staff.
- All keys are controlled by the Facilities Manager.

### LOCKING UP PROCEDURE

- On a normal school night the buildings are closed at 1800 hrs.
- A bell rings in the senior school and Morton House at 1750 which is the signal for staff to leave.
- There is no set pattern for locking up, but the duty Caretaker must ensure the following:
- There are no people left in the building
- All windows are closed



- Where possible blinds on the ground floor windows are closed
- All external gates are closed securely

There will be members of staff and pupils on site until the bell rings at 1750 in the Senior School. There also may be staff and pupils in the Junior School (pupils should only be in Homework Club or After School Care).

In case of the need to evacuate, emergency exit doors must be left unlocked in areas where staff and pupils are until after 1750.

In addition whilst most doors are locked with a key, some have handle or thumb turn locks, which whilst enabling them to be locked earlier will require checking to ensure they have not been used to exit the building.

There are also a number of events per year which take place out of normal school hours and will require certain door to be left open as emergency exits.

All buildings (including The 2016 Hall) have separate alarm systems and are therefore secured/unsecured separately.

The Nightingale Road houses are checked in the evening by the duty Caretaker, but since they are occupied as living quarters, it is the responsibility of those living there to lock the buildings in the evening.

The table below shows which doors should be locked (and consequently left unlocked) for evening events to provide adequate emergency exits.

## DOOR LOCKING FOR EVENING EVENTS

EVENT IN... (. = DOOR TO BE LOCKED)

	Main Hall	Stocks	Drama Hall	2016 Hall	Jr Hall	MH Common Rm
Door						
Old Front Door	.	.		.	.	.
English Corridor	.	.		.	.	.
Nightingale Courtyard	.	.		.	.	.
End of Gallery			.	.	.	.
Gallery Grilles	.	.		.	.	.
Stocks Doors	.		.	.	.	.
Disabled Door			.	.	.	.
Internal Door Rm 6			.	.	.	.
Internal Door Rm 15			.	.	.	.
Brycc Wing	.	.	.	.	.	.
Library	.	.	.	.	.	.
Doors to 2016 Hall	.	.	.	.	.	.
Jr Hall Fire Exits	.	.	.	.		.
Jr Back Door	.	.	.	.	.	.
Morton House Back Door	.	.	.	.	.	
Morton House Side Door	.	.	.	.	.	

## STAFF LOCKING

There are times when a member of staff will unlock and/or lock a building.

This can be if they are holding a weekend event (c.g. rehearsal or D of E) or for a small evening event.

If a member of staff is locking in the evening the duty Caretaker should report to the member of staff before he leaves and inform them of what areas he has locked. He must ensure that adequate exits are left unlocked for the area where the event is happening, and that the member of staff has the necessary keys and knowledge of the alarm system to lock the building.

Staff coming in at the weekend must inform the Facilities Manager by email that they intend to do so. This is in the event of an emergency or intruder alarm activation, as the police may be called if the building is thought to be empty.

Staff must check on the doors they need to ensure are open, and that they have the correct keys.

Staff/pupils/visitors coming in out of normal hours must sign in and out.

A separate 'idiots guide' is available explaining the intruder alarm procedure.

## UNLOCKING

On a normal morning the cleaning staff will unlock the front doors to the Senior and Junior Schools at 0600.

They will also unlock the old front door in the Senior School.

Caretakers will open all other doors in all buildings from 0730.

At the same time the Caretaker should take a walk around each building to ensure it is safe to open and all entrances and exits are clear.

Pupils cannot gain access via the access system until 0730.